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NASA Procedural Requirements

COMPLIANCE IS MANDATORY**NPR 8735.2A**Effective Date: August 02,
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Request Notification of Change

 (NASA Only)

Subject: Management of Government Quality Assurance Functions for NASA Contracts

Responsible Office: Office of Safety and Mission Assurance[| TOC](#) | [ChangeHistory](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) |
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Appendix C. Letter of Delegation (LOD) Requirements

This appendix provides requirements and sample text for NASA LODs. Requirements are identified as either mandatory (i.e., applicable to all LODs) or discretionary. Discretionary requirements will vary from contract to contract due to projected program/project risk. Regardless of whether a requirement is mandatory or discretionary, contracting officers are encouraged to use the standardized sample text.

The delegation requirements of this appendix are not intended to be all inclusive or to preclude contracting officers, program/project management, or SMA personnel from incorporating additional/amplified LOD requirements based on program/project needs.

The requirements of this document have been developed in a menu format, enabling contracting officers to readily identify whether a surveillance function is to be delegated or retained. Where blocks are placed beside a surveillance function, delegation or retention of the function is discretionary. A block placed beside a section heading represents the entire section (i.e., all paragraphs within the section) unless otherwise indicated. Sections and paragraphs that do not have blocks are mandatory requirements to be incorporated into all delegations. When a bracket and X ([X]) appear within the text of a paragraph, specific criteria must be identified. When parenthesis "()" appear within the text, an "X" is to be placed to indicate delegation of the requirement.

(Note: The requirements of this appendix are implemented by Procurement Information Circular (PIC). In the event of a conflict between the LOD technical content specified in the PIC and the technical content specified in this appendix, the requirements of this appendix take precedence.)

The remainder of this appendix provides sample text to be incorporated into NASA LODs.

1. Customer Outcomes

Quality Assurance:

Outcome Objectives: Delivery of Conforming Product

Supporting Outcomes: [X]

Outcome Metrics: [X]

Performance Standard: [X]

2. General Requirements

2.1 The actions/tasks delineated in this document are not to be interpreted by the delegated agency, under any circumstance, as imposing requirements upon the contractor beyond those requirements formally set forth in the procurement contract(s). The delegated agency shall inform the assigned NASA Point of Contact (POC) of specific instances where the LOD appears to delegate verification of requirements that are not contractually invoked.

2.2 When implementing these requirements, the delegated agency shall use its existing administrative, operational, and procedural instructions to perform their surveillance activities. In the event of conflict between the NASA LOD and the delegated agency's internal documents, the LOD takes precedence.

2.3 The NASA SMA representative assigned as the POC for delegated quality assurance functions is responsible for providing technical guidance and assistance to assure full implementation of the NASA contractual quality requirements. The NASA POC shall have direct access to delegated agency personnel involved in the contract surveillance.

2.4 The delegated agency shall independently perform inspections/tests after contractor personnel have made their acceptance decisions. In those cases where concurrent inspections/tests are necessary due to excessive costs, excessive time involved, or destructive testing, the NASA POC shall be promptly notified for agreement to perform concurrent inspections/tests.

2.5 Under no condition shall the delegated agency indicate as acceptable any characteristic that has not been personally inspected, witnessed, verified, or monitored. If a characteristic is inadvertently omitted or overlooked by the delegated agency, and it is not advisable to repeat the operation, the contractor's records and the delegated agency's records shall indicate this omission with the appropriate written notation. The NASA POC shall be notified of the problem within [X] hours, and the incident shall be included in the delegated agency's status report.

3. Safety and Mission Assurance Documents

The delegated agency shall obtain contractual specifications and standards, other than NASA documents, from [X]. NASA documents should be obtained from [X]. The NASA POC shall be notified immediately if documents cannot be obtained from these sources.

4. Surveillance Plan

4.1 Contents of the Surveillance Plan The plan shall include the following information (as specified by the NASA POC based on the extent of safety and mission assurance support to be provided):

- a. Contract Review and Planning Document.
- b. Skill Capability.

(1) In large resident facilities or for large tasks, an organization chart showing the numbers of personnel assigned to perform delegated functions, including series and job titles. In small plants, nonresident facilities, and on small delegations, the name of the safety and mission assurance representative and the immediate supervisor will suffice in lieu of an organization chart.

(2) Names of qualified and/or certified personnel; functional areas for which they are qualified and/or certified; and courses completed, including location and dates. The delegated agency must insure that all personnel that have functional responsibilities on this LOD complete course U07 Multifunctional support to NASA.

(3) Training schedule for skills determined to be necessary through the contract review. Nondestructive Testing (NDT) Level II & III expertise, in accordance with NASA policy, shall be maintained to support the LOD requirements. If workmanship or other special NASA training or certification is required, the delegated agency should submit a request to the NASA POC. If already authorized, the delegated agency should submit a schedule for such training.

(4) The delegated agency will provide dedicated personnel to support each post-flight disassembly operation. Team personnel must be fully cognizant of applicable engineering and safety requirements and post flight assessment/disassembly procedures, and be capable of exercising independent technical judgment. The designated Point of Contact (POC) shall submit a daily assessment report to the safety and mission assurance representative.

- c. Forms/Documents/Records. Identification of forms, documents, or records used by the delegated agency.
- d. Workforce Estimate. The delegated agency shall provide an estimate of personnel hours planned for surveillance of the corresponding contractor activities. The estimate shall be submitted annually to NASA when requested. Mid-year updates to these estimates and a long-range (two-year) resource forecast shall also be submitted when requested by NASA.
- e. Surveillance Functions.

(1) Document Review: Subsequent to the initial contract review, the delegated agency shall continuously review and evaluate the contractor's quality system procedures, technical products (e.g., data, drawings), and manufacturing work instructions to ensure compliance with contract requirements. Document review shall be performed on a periodic basis and whenever document changes are made that affect quality system processes or product attributes. Selection of procedures for review shall be based on criticality, complexity, cost, and importance of product/work documented in the procedure. Document review may be conducted as a separate process from, or in conjunction

with, quality system evaluations. The method and frequency for accomplishing document review, including the list of procedures to be evaluated, shall be outlined in the surveillance plan.

As part of document review, the delegated agency shall ensure that the contractor's fabrication operations are controlled with detailed work instruction documents. These documents shall include detailed instructions for fabrication, assembly, and test; characteristics and tolerances to be obtained; provisions for inspection planning; and special environmental, handling, and safety instructions and precautions, as applicable. Work instructions shall be reviewed to the extent necessary to verify that contract requirements are properly incorporated.

(2) Product Assurance: The delegated agency shall assure product quality by product examination, process evaluation, and record review as follows:

(a) Product Examination: Supplier products shall be physically inspected, measured, or tested to ensure conformity to contract requirements.

(b) Process Evaluation: Supplier processes for manufacturing, fabrication, assembly, integration, test, and inspection shall be physically witnessed to ensure compliance with contract requirements.

(c) Record Review: Supplier records evidencing conformance to contract requirements shall be reviewed to ensure product and process conformance to contract requirements.

The selection, sample size, and frequency of product assurance actions shall be based on: (1) the criticality, complexity, cost, and importance of product supplied, (2) the complexity and maturity of the process performed, (3) personnel safety considerations, and (4) the supplier's past quality performance related to the product supplied or process performed. Product assurance attributes shall be identified on checklists or by other documented methodology. The control of monitoring and measuring devices used by the delegated agency to perform product assurance actions shall comply with the requirements that are contractually invoked upon the contractor.

The surveillance plan shall identify product assurance actions planned, including the specific products, attributes, processes, and records to be surveilled, along with sampling plans and surveillance frequency.

(3) Quality System Evaluation: The delegated agency shall evaluate the contractor's quality system to ensure compliance with invoked quality program requirements, including internally developed quality system procedures. The quality system evaluation may be conducted as a single audit or as a combination of discrete audits that collectively cover all required quality system elements. Quality system audits shall be performed and documented following written audit attributes, such as provided in AS9101, Quality System Assessment. The frequency of quality system audits shall be based on the contracted organization's quality history, but no less than once every two years. The surveillance plan shall provide the delegated agency's schedule and/or frequency for evaluating the quality system elements identified below. The quality system elements shown below shall be evaluated as applicable and as invoked by contract (note: for reference purposes, applicable sections of AS9100/ISO 9001 are identified below following the quality system element title). Additional amplifying guidance and audit attributes for evaluating quality system elements is provided in sections (4) - (13) below.

(a) Control of documents (4.2.3).

(b) Control of records (4.2.4).

(c) Configuration management (4.3).

(d) Personnel training, qualifications, and competence (6.2.2).

(e) Design and development control (7.3).

(f) Purchasing: Supplier evaluation/selection; purchasing information and flow-down of technical/quality requirements; verification of purchased product (7.4).

(g) Production control and process control (7.5.1, 7.5.2).

(h) Product identification, traceability, and identification of inspection/test status (7.5.3).

(i) Preservation of product; foreign object prevention, detection, and removal (7.5.5).

(j) Calibration and control of monitoring, measuring, and test devices (7.6).

(k) Monitoring and measurement: Internal audit (8.2.2); Monitoring and measurement of processes (8.2.3).

(l) Monitoring and measurement of product (8.2.4).

(m) Control of nonconforming product (8.3).

(n) Quality data analysis/trending (8.4).

(o) Corrective action (8.5.2).

(p) Other (identify below).

(4) Purchasing: The delegated agency shall review the contractor's procurement documents and controls over procurement sources. The review shall ensure the following:

(a) Procurement is from subcontractors which meet specified certification and qualification requirements (e.g., qualified products, qualified manufacturing line, personnel (NDT, workmanship), quality system).

(b) Required quality, item usage, and technical (quality inspection) requirements are complete, clearly defined, and accurately reflect contract flow-down requirements.

(c) Applicable documentation is referenced and special documents are provided.

(d) The Government Source Inspection clause is included for procurements which require Government Contract Quality Assurance/Government Source Inspection (GCQA/GSI).

(e) When a subcontractor quality program or inspection system plan is required to be prepared, submission is specified and is reviewed and approved by the NASA POC.

(f) A supplier rating system is in place based on established criteria, and it provides the basic data to determine subcontractor quality performance and trends.

(g) When the contractor utilizes a third-party accreditation program in lieu of directly performing supplier quality system audits, the delegated agency shall ensure that the program is approved by NASA. As a minimum, the delegated agency shall verify the following:

(i). The audit standards and checklists used by the third-party organization verify contract requirements.

(ii). The audit frequency is commensurate with the complexity of the supplies or services.

(iii). The subcontractor audits are conducted onsite.

(iv). The third-party organization has access to proprietary data required for auditing any subcontractor function.

(v). The audit reports are made available to the contractor and delegated agency.

(5) Verification of Purchased Product: The delegated agency shall ensure that procured supplies are inspected and tested upon receipt by the receiving contractor in accordance with approved quality program or inspection system requirements. The delegated agency shall review and evaluate the results of the contractor's receiving and test activities, including documentation, in sufficient depth to determine the following:

(a) Approved/qualified subcontractors and appropriate specifications were used.

(b) Procured supplies indicate evidence of quality assurance actions performed by the subcontractor and contractor in accordance with purchase requirements and are accompanied by required inspection, build history, certification, and test data.

(c) Procured supplies or accompanying records exhibit evidence of delegated agency quality assurance as required.

(d) Contractor performs sufficient verification of physical, chemical, or other test data to determine the validity of data received with purchased supplies when drawings and specifications include chemical and/or physical test criteria. When certifications and/or certificates of conformance are contractually authorized, the delegated agency shall ensure that the receiving contractor periodically verifies the validity of such data. The validation shall be accomplished using approved procedures for sampling, testing, source inspection, and data analyses. The delegated agency, as a minimum, shall compare the actual test data with the applicable drawing or contract requirements.

(e) The quality status of supplies is maintained during receiving inspection and test operations. This shall include physical separation and identification of supplies according to the requirements of the quality program or inspection system plan.

(f) Supplies and their records clearly indicate their acceptance or nonconformance status when released from receiving inspection and test.

(g) Released supplies are adequately controlled and protected for subsequent handling, storage, or use.

(h) The contractor initiates corrective action with the subcontractor on nonconforming supplies to prevent recurrence.

(6) Production Control/Process Control: The delegated agency shall ensure that the contractor establishes and maintains acceptable control of processes.

(a) In the event the delegated agency is prevented from evaluating the contractor's processes (including proprietary processes), the NASA POC shall be notified immediately so that appropriate action can be taken.

(b) When the contractor uses statistical process control techniques, the delegated agency shall ensure pertinent charts are updated and analyzed in real time. Delegated agency personnel involved shall be trained to comprehend the purpose of the techniques and be proficient in the interpretation of the data. The delegated agency shall ensure that corrective action is implemented immediately when adverse trends are noted.

(c) The delegated agency shall ensure that the contractor provides for the certification of equipment, software, and personnel for selected processes. Records certifying that tests have been performed and the results of such tests shall be maintained. Equipment, software, and personnel shall be recertified as indicated by the results of quality surveys, inspections, or tests, or when changes are made which may affect process integrity. The delegated agency shall verify that certified equipment, software, and personnel are used when required.

(d) Changes in contractually approved parts, materials, fluids, processes, or procedures shall not be accepted unless the change has specific approval from the procuring organization. Violations shall be reported immediately to the NASA POC.

(7) Control of Nonconforming Material: The delegated agency shall ensure that the contractor controls and processes established for control of nonconforming material are in accordance with contract requirements. This includes certain nondeliverable tooling, test equipment, and test software that could adversely affect deliverable hardware or software. As a minimum, the delegated agency shall perform the following:

(a) Ensure that nonconforming material is properly identified and controlled.

(b) Ensure that the contractor initiates prompt and effective action on nonconformances to prevent recurrence.

(c) Ensure that the contractor takes immediate corrective action when nonconformance trends indicate a process is not within acceptable limits, nonconformance reporting for accuracy, and assuring appropriate elevation to Senior Material Review acceptable limits.

(d) Review nonconformance records to determine the effectiveness of the contractor's corrective action system.

(8) Corrective Action: The delegated agency shall ensure that nonconformances and problems are documented in accordance with the contractor's trouble, malfunction, failure, and deficiency reporting and feedback system. Corrective Action Requests/NASA Deficiency Reports will be negotiated by the NASA POC and the delegated agency prior to issuance to the contractor. Contractor and NASA-generated reports will be promptly distributed to the NASA POC.

(a) Contractor investigative actions shall identify the root cause(s) of noncompliance and the scope/population of noncompliant items.

(b) Contractor corrective actions shall include the correction, replacement, repair, or authorized disposition of noncompliant items/conditions, implementation of preventive measures to eliminate the causes of noncompliance, and validation that implemented preventive measures have effectively eliminated recurrence of the noncompliant condition.

(c) When the contractor is required by contract to participate in the Government-Industry Data Exchange Program (GIDEP), the delegated agency shall ensure that the GIDEP system is implemented. The delegated agency shall ensure contractor performance of proper investigative and corrective actions upon discovery of noncompliant conditions.

(9) Identification of Inspection Status: The delegated agency shall ensure that the contractor establishes and maintains a stamp or similar inspection control system commensurate with the contract requirements. The agency shall ensure that inspection signatures and stamps are legible, dated, and clearly identify the product or operation inspected.

(10) Configuration Control and Document Change Control: The delegated agency shall continuously review and evaluate the contractor's documented configuration and change management system. The contractor shall not be permitted to release or otherwise incorporate changes that violate these procedures.

(a) In some instances, contractor personnel may be authorized to initiate on-the-spot changes for supplies under contractor design control. The delegated agency shall ensure that changes are promptly and formally documented in accordance with the established procedures prior to shipping. They shall ensure that obsolete drawings are purged from the system.

(b) The delegated agency shall ensure that the contractor's specifications, drawings, and support documents are maintained to reflect all approved changes installed in the associated end item.

(11) Control of Monitoring and Measuring Devices: The delegated agency shall ensure that the contractor uses a documented metrology system that controls measurement processes and provides objective evidence of quality conformance. The system shall ensure that measurement standards and equipment are selected and controlled to meet the requirements of the contract. The evaluation should include, as applicable, the following:

- (a) Special measurement standards and equipment (e.g., automatic test and checkout equipment).
 - (b) Article or material measurement process.
 - (c) Calibration measurement process.
 - (d) Traceability to National Institute of Standards and Technology.
 - (e) Handling, storage, and transportation.
 - (f) Identification and labeling.
 - (g) Calibration intervals.
 - (h) Recall system.
 - (i) Calibration records.
 - (j) Environmental requirements, e.g., environment at calibration laboratory and at actual test locations.
 - (k) Traceability of calibrated tools and equipment to the operations where used.
- (12) Stores Control: The delegated agency shall review and evaluate the effectiveness of the contractor's control of supplies in storerooms and large assemblies or items not confined to store rooms for various reasons. The delegated agency shall ensure that the contractor's system of stores control provides effective protection for supplies subject to limited shelf life, quality deterioration, loss of identification, or damage due to the following:
- (a) Exposure to adverse environmental conditions.
 - (b) Handling.
 - (c) Packaging.
 - (d) Stocking and distribution practices.
 - (e) Modification, rework, and repair.
 - (f) Configuration changes.
 - (g) Time.
- (13) Training and Certification: The delegated agency shall review and evaluate the contractor's training, certification, and recertification of personnel for critical processes. The delegated agency shall ensure that the contractor has established and maintained a personnel training and certification program that provides for the following:
- (a) Excellence of workmanship and personnel skills.
 - (b) Safe operation.
 - (c) Certification of personnel controlling or performing critical processes.
 - (d) Recertification of personnel based on contractor or Government observation of unsatisfactory quality of articles or services; changes in techniques, parameters, or required skills; or interruption of work period as established for the process or operation involved.
 - (e) Maintenance of personnel training, testing, and certification records.
- (14) Foreign Object Control: The delegated agency shall ensure that the contractor implements and maintains a documented foreign object control program which involves:
- (a) Measures to prevent foreign object contamination.
 - (b) Inspections to detect occurrences of foreign object contamination.
 - (c) Analysis of foreign object damage.
 - (d) Implementation of appropriate corrective actions to remove detected foreign objects and to restore the product to its designed configuration.

4.2 Submission of the Surveillance Plan

The delegated agency shall prepare and submit its surveillance plan within 30 calendar days after acceptance of the delegation. Surveillance plans shall be revised, as necessary, to keep pace with changes in the contractor's and delegated agency's operations. The plan and its revisions shall be reviewed and approved by the NASA POC. The plan shall be reviewed at least annually to determine need for revision.

5.0 Personnel and Staffing

- a. The delegated agency shall assure the physical suitability of personnel, particularly where the hearing, visual acuity, and color determination requirements are specified by special process documentation.
- b. The delegated agency shall notify the NASA POC of any proposed change in critical personnel prior to effecting the change.
- c. The delegated agency shall ensure that its personnel are adequately trained, qualified, and certified in the technical requirements of NASA procurement, and in processing, fabricating, inspection, testing, workmanship, and NDT techniques. They shall establish a training schedule for all personnel requiring training and certification in NASA requirements.
- d. Information concerning the experience, capability, and training of delegated agency personnel selected to perform work for NASA shall be made available to the NASA POC upon request.
- e. A schedule describing the personnel hours planned for surveillance of the corresponding contractor activities shall be submitted in the first surveillance status report and modified as changes occur.

6.0 Reports

6.1 The delegated agency shall collect and analyze contractor quality data to identify problem areas (e.g., products, processes, operations, organizations), common deficiency causes, quality trends, defect anomalies, process variations, and Quality Leading Indicators. In addition to delegated agency data, other sources of data may include contractor-generated metrics, NASA-identified nonconformances, post-delivery quality escapes, and quality data reported by other Government agencies or third party registrars. Data shall be evaluated at established periodic intervals and results reported to NASA for the purpose of:

- a. Adjusting the frequency and content of quality assurance actions, including allocation of quality assurance personnel resources.
- b. Providing supporting rationale for acceptance/rejection of the contractor's quality system and/or written procedures.
- c. Initiating corrective action based on identification of systemic problems and trends.
- d. Sharing analysis with the contractor to identify quality system trends and areas of weakness.

6.2 The delegated agency shall participate in weekly telecons with NASA. Biweekly e-mail status reports are required from the Development Centers. The reports must address relevant issues requested by NASA.

6.3 The delegated agency shall report on staffing and work-hours expended by labor category (including sub-delegated work-hours) and by major delegated functions, including explanations of expended work-hours greater than or less than 15 percent of the projected work-hours.

6.4 The delegated agency shall immediately notify the NASA POC (or the initiator of the redelegation when applicable) of any of the following types of situations or occurrences:

- a. Failures which occur during qualification, acceptance, and first article tests of hardware and software.
- b. Any unusual phenomena, occurrence, or difficulty, the detection and correction of which is not specifically contained in the applicable requirements.
- c. Supplies/services already delivered/completed or ready for delivery/completion which require further evaluation, inspection, or test.
- d. Noncompliant conditions or failure experiences potentially affecting delivered product safety, reliability, or functionality. Where noncompliant conditions might constitute evidence of possible fraud, malpractice, or other serious misconduct, the NASA Office of Inspector General shall be notified.
- e. Designs or procedures which, although in compliance with current requirements, may compromise or reduce safety, quality, or reliability. Reasons for such conclusions shall be included.
- f. Changes, waivers, deviations, or occurrences which could have an impact on quality, safety, reliability, schedule, or cost.
- g. Work stoppages, including those resulting from contractor and subcontractor labor strikes and natural disasters.
- h. Missed mandatory inspection points.
- i. Changes in the contractor's safety, reliability, and quality program or inspection system affecting the level or

degree of inspection or testing performed by the contractor, including status of contractor-prepared safety, reliability, and quality program or inspection system documents.

7. Design and Project Reviews

The delegated agency shall provide qualified personnel to participate in design and project reviews subject to the NASA POC approval. The purpose of this participation is to familiarize the delegated agency with project design, fabrication, and testing processes to support the implementation of the surveillance plan, including the selection of inspection points.

8. Special Surveys

8.1 General

When the delegated agency initial or continuous review identifies significant contractor/subcontractor safety, reliability, or quality program or inspection system deficiencies, the delegated agency may recommend to NASA that a special formal survey be performed. In addition, NASA may request the delegated agency to perform special surveys. The delegated agency shall establish a plan for conducting each survey to ensure all aspects of the contractor's/subcontractor's programs or systems related to the deficiencies are reviewed and evaluated. The survey plan shall be submitted to the NASA POC for approval. Upon completion of a survey, the delegated agency shall prepare a detailed report of findings and recommendations and ensure that the corrective actions are implemented and effective.

8.2 Site Surveys

The delegated agency shall conduct a detailed survey of the contractor's facility or facilities. The purpose of the survey is to determine the overall safety of the facility in preparation for future visits by Government personnel. The survey shall identify all hazards and recommend appropriate actions to protect Government personnel, including use of personal protective equipment, required training, or other course of action. The survey shall be provided to the NASA POC [enter date].

8.3 Special Requests

- a. The delegated agency shall perform special studies and participate in other designated activities as requested by the NASA POC.
- b. As requested by the NASA POC, the delegated agency shall participate in the monthly program reviews, periodic delegated agency/NASA tag-up telecons, Technical Interchange Meetings, Software Quality Panels, Quality Leadership Forum(s), Joint Audit Planning Committee meetings, Conference on Quality in the Space and Defense Industries, and working groups determined by subtier quality delegations.
- c. The delegated agency shall perform independent assessments to support the certification of readiness prior to each flight. The results of these assessments shall be formally documented and provided to the NASA POC.

8.4 Survey Reports and Corrective Action

Upon completion of a survey, the delegated agency shall:

- a. Prepare a detailed report of findings and recommendations.
- b. Ensure that the corrective actions are implemented and effective.

9. Mandatory Actions

9.1 The delegated agency shall perform independent product examination, process witnessing, or record review to ensure contract compliance with certain product attributes, process performance, and test characteristics as specified by the NASA POC. These requirements are designated "Government Mandatory Inspection Points (GMIPs)" and may be identified by the terms "witness," "inspect," "verify," or "confirm" as defined herein. The NASA POC will provide a list of mandatory actions and characteristics and/or provide criteria for selection by the delegated agency. Recommended mandatory actions selected by the delegated agency shall also be submitted to the NASA POC for approval. The established requirements (both NASA-provided and delegated agency-selected) shall remain in effect until changed by the NASA POC.

9.2 The delegated agency shall provide an electronic system for identifying and tracking GMIPs. The system shall:

- a. Track both active and inactive GMIPs.
- b. Be designed to allow for querying of open and completed GMIPs.
- c. Be accessible by the NASA POC.

d. Provide direct traceability to the discrete item examined, process witnessed, or record verified, including the following, as applicable: part numbers, serial/traceability numbers, work authorization document numbers, and operation/step numbers associated with the GMIP.

9.3 The following requirements apply to performance of GMIPs:

a. 100 percent performance of all assigned GMIPs is mandatory. GMIPs shall not be sampled, waived, or deviated from by the delegated agency unless approved by the NASA POC and documented on a Mandatory Inspection Point (MIP) Variance Request form (provided herein).

b. GMIP performance criteria shall not be modified by the delegated agency except as formally authorized by the NASA POC.

c. The delegated agency shall not identify as acceptable any characteristic that has not been personally examined, witnessed, or verified.

d. GMIPs shall be performed after contractor personnel have made their acceptance decisions, except in those cases where concurrent inspections/tests are necessary due to destructive testing or to prevent excessive costs or potential time delays.

e. GMIPs shall be performed as late as practicable in the material fabrication/installation/ delivery cycle for circumstances where GMIP attributes can be altered (e.g., contamination).

f. GMIPs shall be performed at subcontractor facilities where performance at a later point in time or at any other location would require uneconomical disassembly, destructive testing, or special required instruments/gauges/facilities only available at the subcontractor location; where performance at any other location would destroy or require the replacement of costly special packaging, or where considerable cost to the Government or unacceptable delay in schedule would result from downstream identification of noncompliant products.

g. The delegated agency shall ensure that time-dependent GMIPs are incorporated into planning documents as "hold" points. Hold points apply for work operations requiring process witnessing and for work steps which occur immediately prior to operations which render the inspection attribute nonobservable or prevent the ability of the inspector to effectively perform the inspection without uneconomical disassembly or damage to the product.

h. The delegated agency shall work with the contractor to develop a GMIP notification process that assures sufficient advance Government notification of work operations involving GMIPs; that results in timely performance of GMIPs; and that results in minimal disruption to contractor work operations. Specific guidelines and requirements shall be established regarding contractor continuance of work operations in the event that the Government does not arrive within a specified agreed-to timeframe to perform an assigned GMIP.

i. The delegated agency shall respond to a contractor/subcontractor request to perform GMIPs/Government Source Inspection (GSI) in a resident facility within (x) days of notification and respond within (x) days in nonresident facilities. In the event this cannot be accomplished, prompt notification to the contractor is required and, if the situation cannot be resolved, the NASA POC will be notified.

j. The performance of GMIPs shall be documented and positively attested to by inspection stamps or by signature, legible printed name, and date. Where stamps are used, the requirements of Section 16 below apply.

k. The delegated agency or the NASA POC may select mandatory actions to be applied on a temporary basis depending upon quality data or adverse trends. All mandatory actions require the approval of the NASA POC prior to implementation.

9.4 Definitions

For the purposes of planning and implementing mandatory actions, the following definitions shall be used:

a. Inspection: Product examination, process witnessing, record review, verification, or confirmation as defined herein.

b. Product Examination: Physical inspection, measurement, or test to ensure product conformity to prescribed technical/contract requirements.

c. Record Review: Review and verification that recorded data properly evidences conformance to contract requirements (e.g., invoked drawings, specifications). Recorded data may document work performance, product attributes, product configuration, product performance, or quality assurance actions performed by the contractor.

d. Verification: Record review (see above) action related to verification of recorded data.

e. Confirmation: Record review (see above) action related to verification of contractor accomplishment of specified inspections. This includes stamp verification that the contractor properly assured characteristics met specifications.

f. Process Witnessing: To observe a contractor test or work process to ensure that the process is being correctly

performed in accordance with prescribed procedures and contract requirements.

g. Work Stoppage: NASA reserves the right to decide if shipment of their hardware should be delayed. The NASA POC will provide special direction in writing to the delegated agency for certain Unilateral Conditional Acceptance situations.

9.5 The delegated agency is responsible for maintaining configuration control of the Government Mandatory Inspection Document (GMID) including approval of revisions. GMID revision control procedures will be specified in Surveillance Plan.

10. Delegated Agency Responsibility for Subcontractor Control

10.1 The delegated agency shall perform source inspection or audits at subcontractor facilities only where necessary to ensure that the contractor maintains effective control over subcontractors, or to perform GMIPS that cannot be performed at the contractor's facility without uneconomical disassembly, destructive testing, or special instruments/gauges/facilities that are only available at the subcontractor location. NASA may delegate the authority to conduct the subcontractor audit to the Contract Management Office (CMO) with cognizance over the subject facility. The delegated agency shall prepare a detailed narrative report of findings and recommendations and provide the report to the NASA POC. The delegated agency shall ensure that corrective actions are implemented and effective.

10.2 The delegated agency is authorized to redelegate functions delegated herein subject to NASA POC approval. To facilitate early delegated agency determination of the need for Government Contract Quality Assurance/Government Source Inspection (GCQA/GSI) and/or surveillance at subcontractor facilities and to avoid delays in the procurement cycle, the Agency shall:

- a. Advise the contractor of any procurement potentially requiring GCQA/GSI and ensure the Government source inspection clause is included in applicable contractor purchasing contracts.
- b. Prepare the detailed instructions for Letters of Redefinition (LOR) and submit to NASA POC upon request. A LOR shall accompany each GCQA/GSI request. These instructions shall be reviewed periodically and adjusted, as circumstances require.
- c. The delegated agency shall instruct the lower-tier redelegated agency, by letter, how and to what extent quality assurance functions shall be implemented.
- d. Redefinitions shall include applicable portions of the NASA delegation, the name and business telephone number of the assigned NASA POC, the delegated agency contact, and detailed requirements consistent with the criteria for GCQA/GSI.
- e. If the redelegated agency declines any portion or all of a redefinition, the delegated agency shall attempt to resolve the differences. If unable to do so, the delegated agency shall immediately notify the NASA POC.
- f. The delegated agency shall provide the lower-tier redelegated agency a copy of the purchase order or subcontract with the LOR.
- g. The delegated agency shall ensure that the work-hours charged by the redelegated agency are reasonable and that redefinitions are appropriately closed so that reimbursable costs are properly controlled.
- h. The NASA POC shall approve all GMIPS/redelegated tasks to subcontractors.
- i. A letter, denoting acceptance of the delegation, shall be executed by the redelegated authority and forwarded to the delegated agency where it shall be kept in the delegation files.

11. End Item Test and Inspection

11.1 General

Prior to end item test and inspection, the delegated agency shall ensure that all requirements for contractor fabrication, assembly, inspection, test, and software development have been met and that the end item is complete and is ready for test and inspection. Test and inspection of the end item shall be conducted in accordance with test and inspection documentation required by the contract.

11.2 Test Planning Instructions

The delegated agency shall use the following criteria and instructions in planning the operations for first article tests, qualification tests, acceptance tests, and design verification tests:

- a. The item presented for testing must be of the configuration delineated by the latest contractual drawings and specifications unless otherwise authorized by the NASA POC, or in the case of subcontracts, by the prime contractor.

- b. The test plans and procedures used by the contractor must be approved in writing, or as required, by contract.
- c. The test setup, including test software, must be verified as being in accordance with test procedures.
- d. Test equipment used in the performance of these tests must have verification of up-to-date calibration and must have been evaluated according to the requirements of the contract.

11.3 End Item Test Operations

- a. Mandatory actions in contractor tests shall be witnessed by the delegated agency to ensure the authenticity of test data. Whenever data are recorded on automated equipment or software/firmware, witnessing/monitoring shall be accomplished at start and completion of tests and periodically during tests.
- b. If a test criterion is not met and the contractor proceeds with testing at its own risk, the delegated agency shall take the following actions:
 - (1) Notify the contractor orally (follow up in writing as soon as possible) of the deficiency and that continued witnessing does not constitute delegated agency acceptance.
 - (2) Continue to witness the contractor's performance.
 - (3) Record the contractor's action.
 - (4) List the requirements (including documentation) that must be completed prior to verification of test results.
 - (5) Notify the NASA POC immediately.

11.4 Modifications After End Item Test and Inspection

Subsequent to end item test and inspection, and prior to acceptance, the occurrence of any modifications, repair, disassembly, or damage resulting from mishandling shall void previous tests and inspections. The extent of delegated agency and contractor reinspection and retest shall be as authorized by the NASA POC.

12. Material Review Board (MRB) and Failure Analysis Participation

12.1 General

Delegated agency MRB and failure analysis representatives shall be selected on the basis of technical competence to make decisions and commitments necessary to achieve effective preventive and corrective action and appropriate disposition for the supplies involved.

12.2 Material Review Board (MRB) Requirements

- a. The delegated agency shall designate its representative(s) and submit the name(s) to the NASA POC. Resume(s) of the education and work experience for each individual assigned this responsibility shall also be submitted.
- b. When MRB authority is redelegated to a lower-tier delegated agency, the name and resume submittal shall be made to the delegating agency, and the MRB representatives shall be subject to the approval of the delegating agency.
- c. The delegated agency representative on the MRB shall perform the following:
 - (1) Determine, upon receipt of nonconforming material, whether the material may be dispositioned by the MRB or whether approval by the contracting officer is required.
 - (2) Verify the accuracy and clarity of the discrepancy description on the MRB documentation.
 - (3) Concur in or disapprove contractor's disposition in accordance with contractor's NASA-approved MRB procedures.
 - (4) Place delegated agency inspection points in the disposition, as applicable.
 - (5) Provide results of MRB evaluation and recommendations when approval of the contracting officer is required.
 - (6) Follow up to ensure that pertinent document changes and final dispositions are made as authorized by the MRB and that disposal of scrapped supplies is appropriate. Verify the completion of repairs and accomplishment of preventive measures. Coordinate with the NASA POC prior to approval.

12.3 Failure Analysis Participation

The delegated agency shall participate in the examination of supplies that fail during fabrication and test at contractor facilities or are returned from NASA. Participation shall include the following:

- a. Prior to the start of analysis, review the contractor's failure analysis plan for proper approvals.

- b. Inspect all supplies returned (as received and unpacked) to verify reported nonconformances and possible physical damage.
- c. Witness physical analysis and tests performed during failure analysis.
- d. Review corrective and preventive actions and report to the NASA POC on their adequacy.
- e. Follow up on all reports to ensure that resulting action is complete.

13. Delegated Agency Responsibility for Government Property Control

The delegated agency shall participate in contractor inspections of Government Furnished Property (GFP) upon receipt at the contractor's facility. GFP received by the contractor after normal working hours will be verified by delegated agency the next working day. If complex GFP can only be functionally tested after installation, appropriate action shall be taken to allow for such conditions. Government-acquired property being returned to the contractor shall be processed in accordance with the provisions of the contract.

13.1 Defective GFP

If GFP is defective, the delegated agency shall immediately provide failure and deficiency data to the NASA POC or cognizant NASA Center and the source delegated agency for corrective action. The delegated agency shall ensure that an accurate determination is made regarding cause and responsibility when GFP is determined to be defective during and subsequent to contractor receiving inspection. The disposition of such property which is received in a condition not suitable for use shall be as directed by the contracting officer.

13.2 Utilization of GFP

The delegated agency shall ensure that GFP is utilized only as authorized by the contract. Unless permitted by the contract, GFP shall not be repaired, reworked, replaced, or in any way modified without Government authorization.

14. Utilization of Inspection and Test Equipment by Delegated Agency Personnel

When the Government provides inspection and test equipment to be used by Government personnel or their designees, the delegated agency shall ensure that it is included in the calibration program of either the contractor, NASA, or the delegated agency, and that only qualified personnel are assigned to use it.

15. Evaluation of Deliverable Documentation

The delegated agency shall evaluate the following safety and mission assurance data delivered by the contractor: [List deliverables to be reviewed, this could include hazard analyses, fault trees, failure modes and effects analysis, critical items list, reliability/maintainability predictions, etc.]. The contractor deliverables shall be reviewed to determine compliance with contract delivery requirements (content, format, schedule compliance) as well as technical adequacy. Comments and/or recommendations concerning the deliverables shall be provided to the NASA POC within [X] calendar days of receipt from the contractor.

16. Quality Status Stamping and Control

16.1 General

Where the delegated agency elects to use stamps to attest to the performance of quality assurance actions, the delegated agency shall have established procedures for usage and control of stamps assigned to them. Stamp issuance shall be controlled to ensure that personnel issued stamps are fully qualified/certified to perform the quality assurance actions assigned to them. [Delegated agency stamps shall be used for NASA-delegated functions unless the appropriate authority issues NASA stamps.]

16.2 Application

- a. Stamps shall be applied directly to inspected supplies unless it is impractical, is prohibited by drawings or specifications, or may degrade the quality of the supplies. Stamp impressions shall also be used on pertinent documents (e.g., planning documents, test data) to indicate inspection and test of selected characteristics. This applies to all phases of inspection and test.
- b. Stamp ink and methods of application shall meet the same requirements as those imposed on the contractor, where applicable.
- c. When supplies are not stamped, stamps shall be applied to tags, cards, labels, or other records associated with the individual items in accordance with approved procedures.
- d. Stamp impressions shall be legible and durable and shall not overlap or interlock with other stamps.

- e. Stamp impressions shall be dated and shall provide direct traceability to the individual applying the stamp.
- f. Personnel shall stamp only those supplies and/or related documentation actually witnessed, verified, or examined by them.
- g. Where stamps are applied to contractor developed/maintained planning records or data, the delegated agency shall ensure that such records are readily retrievable.
- h. When the contractor uses a paperless manufacturing system, the delegated agency may utilize the contractors approved system for indicating quality status.
- i. The delegated agency shall periodically instruct all personnel that are authorized to use stamps in the significance of stamp usage. Such personnel shall periodically sign a statement indicating that they understand that their stamp is a professional, individual warranty (guarantee) that they personally saw or performed the work (task) literally as required for the inspection action and as stated in the build records.

17.0 Software Assurance

17.1 Definitions

Software: Computer programs, procedures, rules, and associated documentation and data pertaining to the development and operation of a computer system. Software includes programs and operational data. This also includes Commercial Off The Shelf (COTS), Government Off The Shelf (GOTS), Modified Off The Shelf (MOTS), reuse, auto code generated, firmware, and open source software components.

For the purposes of this document, software is divided into two categories defined as follows:

- a. Deliverable Software: Deliverable software developed and produced either as a contract end item or included as part of a deliverable end item (firmware/embedded software). It includes commercially available, reusable, or Government-furnished software, whether modified or unmodified, designated as part of a deliverable end item.
- b. Support Software: Non-deliverable software (commercially available or user developed) used for development, fabrication, testing, or acceptance of deliverable software, firmware/embedded software, or hardware. It includes automated manufacturing, test, and inspection/acceptance equipment software, compilers, and software design, test, and inspection tools.

17.2 Requirements

- a. Deliverable Software. The delegated agency shall perform the following and provide a written report of the results of these reviews, audits, and analysis:

(1) Review all contract deliverable software documentation to ensure correctness, consistency, and compliance with contract format and content requirements. It must include software requirements, user, and critical design documents. The delegated agency shall also ensure that associated test suites and test data are delivered to ensure performance of any regression testing for future changes (fixes and upgrades), or to check operations.

The software assurance program shall include processes for assurance of COTS, MOTS, and GOTS software addressing both the basic acquired software and any modifications or applications written to adopt them into the intended system. It includes verification of what licenses are in place, how are they transferred, and what testing was done to assure it works as needed.

- (2) Ensure contractor conformance to approved software plans and implementing procedures.
- (3) Ensure flow down of requirements to subcontractors.
- (4) Monitor the requirements development process and ensure that all system requirements are allocated to software or hardware and are expressed in verifiable terms.

The delegated agency shall ensure that an audit (e.g. Functional Configuration Audit, Physical Configuration Audit) is performed prior to delivery to assure that all delivered products are complete, contain the proper versions, and that all discrepancies, open work, and deviations and waivers are properly documented and approved. Delivered software must be in the appropriate media.

- (5) Monitor the design process and ensure that design standards are followed, all software requirements are allocated to software functions, and results of design walkthroughs or inspections are incorporated into design.
- (6) Monitor the implementation process and ensure applicable coding standards are being followed and results of code walkthroughs or inspections are incorporated into the code.
- (7) Monitor the verification and validation process and ensure test plans and procedures are adhered to, test results meet acceptance criteria and are documented, and nonconformances are documented and dispositioned in

accordance with approved procedures.

b. Support Software. The delegated agency shall perform the following:

- (1) Ensure that software is verified and validated prior to use and that changes to verified software are retested prior to use to ensure the software maintains its functionality.
- (2) Ensure that verified software is uniquely identified and placed under configuration management control.
- (3) Ensure that the physical software media is properly stored to prevent damage, loss, or unauthorized modifications. The software assurance program shall describe what metrics will be collected and reported in regards to the software assurance program activities. Those activities include, but are not limited to, collection and trending of quality metrics such as number of defects, defect type, during what phase of development, and how they were found.

17.3 Software Safety

The delegated agency shall ensure proper performance of key software safety program activities and the integration of safety into the software being produced. Software assurance periodically reviews and/or audits for compliance with the defined software processes for acquisition, development, and safety assurance of safety-critical software. The requirements in NASA-STD-8739.8, NASA Software Assurance Standard, are applicable to safety-critical software. Software safety analyses shall be conducted in conjunction with overall system safety analyses.

Identified software safety requirements and software hazard causes, contributors, and controls shall be recorded in an appropriate document and referenced in a safety plan.

18.0 Preservation, Packaging, Packing, Marking, Handling, and Shipping

18.1 Responsibility

The delegated agency shall ensure the following for all supplies shipped from the contractor's facility:

- a. Supplies are complete and all required fabrication, tests, and inspections have been performed.
- b. Inspected supplies and accompanying documents have been properly identified as to inspection status with appropriate NASA or delegated agency stamps or delegated agency accepted contractor procedures.
- c. Required shipping and technical documentation, including approved waivers and deviations, have been provided.
- d. All supplies are in the proper state of assembly and have been preserved, packaged, packed, and marked in accordance with applicable procedures and specifications.
- e. Handling devices, environmental control methods, and transportation vehicles are suitable for supplies involved and are loaded to prevent damage.
- f. The loading and transportation methods conform to applicable specifications and requirements.
- g. Applicable safety criteria have been met.

18.2 Shipping Documents

18.2.1 The delegated agency shall ensure that the following information is on the shipping documents for the prime contractor: shipping address; contract number; contract line item number; prime contractor's name, part number, quantity; acquisition value; acquisition manufacture date; and special marking information when required. They shall ensure that direct shipments from subcontractors are identified per the prime contract requirement.

18.2.2 Specific authority from the NASA POC is required to ship supplies with open deficiencies, uncompleted actions, or shortages to the Government. Specific authority from the prime contractor is necessary to ship supplies with open deficiencies, uncompleted actions, or shortages from a subcontractor to the prime contractor. Concurrence of the NASA POC may also be required. Evidence of approval must be in the data package (e.g., open item authorization) and must be referenced on all shipping papers.

18.3 Data (Documentation) Packages

18.3.1 Prior to release of each shipment, the data package shall be verified for accuracy and completeness in accordance with contractual requirements.

18.3.2 Hardware Acceptance: The delegated agency shall review the Acceptance Data Package and other applicable documentation as directed by the NASA POC to ensure conforming hardware is shipped from the contractor's facility and meets the following requirements:

- a. Hardware is complete and the required fabrication, tests, and inspections have been performed.

b. Required shipping and technical documentation, including approved waivers, deviations, and discrepancy documentation have been provided.

18.3.3 Specific authority from the NASA POC is required to ship hardware with open deficiencies, incomplete actions, or shortages to the Government. Specific authority from the prime contractor is necessary to ship hardware with open deficiencies or incomplete actions from a subcontractor to the prime contractor. Concurrence of the NASA POC may also be required. Evidence of approval must be in the data package and referenced on all shipping papers.

18.3.4 Prior to release of each shipment, a review of the data package shall be performed. This review will include review of the as-built versus as-engineered documentation listing for errors or unresolved issues. Also, surveillance of supporting documentation will be performed as needed to provide confidence that documentation represents the hardware presented for delivery

18.4 Removal from Shipping Container

When an item which has passed final test is removed from the shipping container due to an unplanned event, the NASA POC must be notified.

18.5 Special Provisions for Critical Items

18.5.1 When NPR 6000.1, Requirements for Packaging, Handling, and Transportation for Aeronautical and Space Systems, Equipment, and Associated Components, is contractually imposed, the delegated agency shall ensure that 1) preparation for delivery, 2) application of NASA-critical item labels, 3) preparation and processing of packaging, handling, and transportation records (as appropriate and required), and 4) selection of carriers are accomplished as prescribed therein.

18.5.2 When the contract specifies other special control of critical items, the delegated agency shall ensure that items are prepared, packaged, and labeled per the contract for delivery and that provision for data packages (history jackets) are met by the contractor.

19. Supplies/Services Acceptance

19.1 General

The Material Inspection and Receiving Report (DD Form 250), when specified by the contract, shall be used by delegated agency personnel.

19.2 Delegated Agency Requirements

When required, the delegated agency shall ensure the contractor, in accordance with NASA FAR Supplement 1846.672, has prepared the DD Form 250. The delegated agency shall complete block 21A indicating contract quality assurance (CQA) has been performed and, when directed by contract, accepted. The following shall be recorded/reported on the DD Form 250:

- a. Waivers and deviations from contract specifications, including the source and authority for the waiver or deviation (i.e., procuring installation issuing the waiver or deviation and identification of the authorizing document).
- b. Authorizing documents for incomplete shipments (i.e., supplies shipped less components, accessories, or ancillary supplies).
- c. Open items requiring completion that is being transferred.
- d. Other information required by the contract.
- e. If requested by NASA Engineering Offices, the delegated agency shall ensure that the designated NASA Engineering signature of concurrence of review of the DD Form 250 is provided in block 23. NASA Engineering concurrence must be obtained prior to the delegated agency's signature in block 21A and 21 B. This concurrence applies to Level 2 Deliverable Items List (DIL) items only. Level 1 and 3 DIL items do not require NASA Engineering signature of review on the DD Form 250.
- f. Conditional Acceptance: For cost-reimbursement contracts, under special circumstances the Government may conditionally accept components which are needed in order to meet a specific time line, for delivery of a higher level or final assembly, or to avoid impacting mission schedule. Conditional acceptance of components, however, does not constitute, in any way, certification of integrity on received components. Following is a sample notification of conditional acceptance for cost-reimbursement contracts only:

(Name of contractor) has tendered **(name item)** to the Government for acceptance under contract (identify contract). The Government understands **(name item)** may contain parts or components which were furnished by **(name subcontractor)**. The Government is currently investigating the activities of **(name subcontractor)** and is concerned that some or all of the parts or components furnished by **(name subcontractor)**, and incorporated into

(name item), may not conform to the requirements of this contract, **(identify contract)**, and that because of this the **(name item)** may not conform to the requirements of the contract, to the extent that parts and components in them were furnished by **(name subcontractor)**. However, because of the Government's urgent need for **(name item)**, **(name item)** is being accepted subject expressly to the following conditions:

The acceptance of the **(name item)** does not constitute an agreement or acquiescence on the part of the Government that **(name item)** complies with the requirements of the contract, to the extent that parts and components in them were furnished by **(name subcontractor)**, or that the parts or components in the **(name item)** that were furnished by **(name subcontractor)** comply with the requirements of the contract, or with the requirements of any subcontracts of the contractor, irrespective of tier.

The acceptance of the **(name item)** does not constitute an acknowledgment by the Government of the integrity of **(name subcontractor)** parts.

The acceptance of the **(name item)** does not constitute a waiver by the Government of any rights, contractual, statutory, or otherwise, relating to any matter involving the production or furnishing of the **(name item)**.

19.3 Subcontractor Shipments

When subcontractor shipments requiring Government Contract Quality Assurance (GCQA)/Government Source Inspection (GSI) at source are made to a prime contractor, the delegated agency may be authorized to indicate inspection on the subcontractor's shipping documents. If shipments are made from a subcontractor's facility directly to the Government, the delegated agency shall use DD Form 250, when required of the prime contractor.

19.4 Other Shipping Documents

19.4.1 For shipments using other shipping documents, the delegated agency shall indicate performance of procurement quality assurance (PQA) on the shipping document in accordance with NASA FAR Supplement 1846.671.

19.4.2 The delegated agency shall perform documentation reviews for shipments using DD Form 1149, JSC Form 290 or commercial shipping forms that support the delivery process; i.e., authorized shortages. The delegated agency will not sign stamp JSC Form 290s or commercial documentation but will audit the contractor's shipping and receiving process to insure that all items being shipped are accounted for properly.

20. Safety

20.1 Safety is a prime consideration in the conduct of operations. Delegated agency personnel performing functions for NASA shall know, understand, and comply with the requirements of the contractor's safety program. Delegated agency representatives who observe and recognize an unsafe operation or practice shall immediately inform the contractor operations personnel and shall also inform the NASA POC.

20.2 The delegated agency will perform surveillance on the suppliers' Industrial Safety Program to the extent that such surveillance is a consequence of the Quality Assurance Representative's (QAR) normal day-to-day activity. Those activities normally associated with an Industrial Safety Specialist may be performed, upon written request, on a nonrecurring basis. Upon request, the delegated agency will perform a one time detailed survey of a contractor's new facility to determine the overall safety of the facility in preparation for future visits by Government personnel. The survey shall provide a detailed narrative identifying all hazards and recommended appropriate actions to protect Government personnel, including use of personal protective equipment, required training, or other course of action. The survey shall be provided to the NASA POC no more than 30 days after the survey is completed, and delegated agency follow-up shall be conducted to ensure that corrective actions are implemented and effective.

The delegated agency will not perform industrial safety surveys of NASA-owned facilities but will notify NASA Industrial Safety of any unsafe conditions that may be encountered as part of the QAR's normal day-to-day activity.

21. Record Requirements

Delegated agency records shall be identified and traceable to the item, specific test or operation procedures, contract, and/or purchase document. When items are serialized or carry specific identification under a controlled system (i.e., lot numbers and date codes), such identification shall be documented on quality records. NASA terminology shall be used on quality records.

22. Channels of Communication

22.1 Communications with NASA

The NASA POC shall be the point of contact concerning delegated safety and mission assurance functions. The NASA POC shall have direct access to the delegated agency personnel involved in the contract surveillance.

22.2 Communications with Contractors

The delegated agency shall communicate directly with the contractor when performing delegated or tasked functions. Copies of any correspondence shall be provided to the NASA POC.

22.3 Intergovernmental Agency Communications

When functions have been redelegated, the delegated agency shall communicate directly with the lower-tier delegated agency in matters associated with the quality of the supplies or services.

23. Corrective Action/Discrepancy Reporting for Delegated Functions

23.1 When reviews, inspections, or tests reveal noncompliance with contract requirements, the delegated agency shall require the contractor to promptly initiate investigative and corrective actions. Corrective action shall be documented in accordance with delegated agency procedures and guidelines and shall, as a minimum, require that the contractor identify:

- a. The proximate and root cause(s) of the noncompliance.
- b. The scope/population of noncompliant items (based on the root causes).
- c. Immediate corrective actions to correct, replace, repair, or disposition noncompliant items/conditions.
- d. Preventive measures to eliminate the cause(s) of the noncompliance and prevent recurrence of the noncompliant condition.

23.2 The delegated agency shall selectively validate contractor accomplishment of corrective/preventive actions and the effectiveness of such actions. Selection shall be based on the assessed likelihood of recurrence and the criticality of the condition found to be noncompliant.

23.3 The delegated agency shall immediately notify the NASA POC of noncompliant conditions or situations that may compromise product safety, reliability, or functionality. The delegated agency shall provide a copy (electronic or paper) of completed Corrective Action Requests regarding such nonconformances to the NASA POC.

23.4 Discrepancies found during the performance of this delegation, which are not orally resolved, shall be documented on the appropriate form identified in the Site Surveillance/Implementation Plan. NASA Deficiency Reports shall be submitted to the NASA POC for approval and subsequent submittal to, and resolution with, the contractor. The delegated agency will maintain the status of reported discrepancies and corrective actions.

24 Additional Requirements

MANDATORY INSPECTION POINT (MIP) VARIANCE REQUEST		Sheet of
Contractor and Contract Number	Sub-System/Element	
Part Number	Document No.	Sequence
Initiator Name		Date
1. Description of MIP missed (waiver) or to be deleted (deviation).		
2. Reason why MIP was missed or cannot be performed, and preventive measures to preclude recurrence.		
3. Assessed risk to program/project.		
4. Risk mitigation (in place of MIP).		
5. Remarks.		
6. Signatures.		
Delegated Agency	Signature	Date
<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved	NASA POC Date

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